

Extension Request Requirements And Submission Process

As soon as an ongoing need for SGF services is identified, but no later than the 90th day of service, the individual should have all required components in their record for long-term clients (service plan, psychosocial, etc.) and have successfully submitted application within MWMA. Successful submission is determined when application reviewer marks application as complete and begins forwarding to waivers for review.

Individuals receiving non-residential SGF services who successfully complete the application process in MWMA for MPW and SCL waivers (allocation or placed on waiting list) within specified time frames will now be able to report this information on the SGF quarterly report in lieu of completing an extension request.

Participants who do not meet all of the criteria listed above will require prior approval in order to receive ongoing SGF services as indicated below:

WHEN an Extension Request is Required

1. **All** clients in SGF Residential (Due 90 days from the first date of service (includes service dates prior to placement in residential)-this includes days coded under crisis respite).
****Subsequent extension requests must be submitted for ongoing approval prior to expiration of current approval. Request should include updates on the individual's continued need for residential supports and status of review for emergency SCL. Prior approval will continue to be required until individual is no longer receiving SGF residential services. ****
2. If a waiver application has not been successfully submitted and reviewed for MPW and SCL by 10 days prior to the 180th day of service for non-residential clients (then an extension request must be completed to report the status of the application and a specific timeline of actions that will be taken to successfully complete the process).
****Subsequent extension requests must be submitted for ongoing approval prior to expiration of current approval with updates on status of application process. Prior approval will continue to be required until individual completes review process for all waivers as reported on SGF quarterly report.****

3. Requests for Miscellaneous Goods and Services over \$2000 (must be approved prior to purchase)

****If you are providing a recurring miscellaneous service for a consumer, and the cumulative cost of that service exceeds \$2000 in a fiscal year, you will be required to submit an extension request for approval prior to providing additional units of service. Purchases of the same type or for similar purpose that occur on the same date or at various times throughout the year should be calculated together and submitted if the total exceeds \$2000 cumulative.****

Example of similar type of goods requiring approval-multiple purchases for an individual related to room and board even if items were purchased on separate days or from multiple vendors, etc.

Example of recurring services-multiple events of transportation, appointments for specialized therapies, etc where combined cost for all events for this service exceeds \$2000.

Extension Request Form Completion

1. Mark all services that are being requested for the individual and then indicate the first date they received any of these services.
2. Indicate the period for which you are making the request. This will be either the 90th day forward (for residential) or the 180th day forward (for non-residential). For miscellaneous goods and services the request period begins prior to purchase or cumulative purchase costs exceeding \$2000.
3. Mark **all** alternative funding sources they have applied for. If they have applied for MWMA, Hart Supported Living, Insurance, Medicaid, and/or OVR, then indicate that on this form. Checking any box here will bring up additional boxes to complete. For MWMA, follow these guidelines:
 - Pending – this means that you do not know the outcome of that specific waiver review (currently under review, not yet referred to waiver for review, active RFI, etc).
 - Denied – this means they did not receive an allocation for that specific waiver but have either been placed on the waiting list, or were denied for not meeting targeting criteria. When the drop-down opens up please mark the applicable box.
 - Approved – this means that they have received an allocation for that specific waiver and you will start the process to transition them from SGF to that funding source for services.
4. If you had to resubmit the MWMA application for whatever reason, please indicate the date that you did that here in this space.
5. Please indicate the frequency, intensity and duration of the services requested that the individual needs to remain in the community. Be specific to the services checked on question 1. Why do they need these services? What impairments in adaptive function does the individual have that supports the need for the service?

6. Tell us how providing these services allows the person to live a more integrated life in the community.
7. Explain the current status of the MWMA application in the review process. You will need to provide specific information regarding why the application was unable to be successfully submitted and marked complete, why it has not completed review for all relevant waivers, or why the individual was denied waiting list status for any waiver. Provide specifics regarding status of the application, dates of actions taken either by MWMA reviewers, Help Desk, and/or application submitter. Submitter will provide detailed information regarding action plan to complete any remaining tasks and complete review process. Any requests related to emergency SCL denial will require specifics regarding the reason individual was denied emergency status and explanation of what is being done to obtain approval or transition to other supports.

Reminders

- It is very important that you make individuals and their families/guardians aware that they must agree to pursue other funding sources in order to be eligible for SGF services. This includes all funding sources for specific miscellaneous services or goods such as: YMCA scholarship program, food stamps, LIHEAP, HUD, etc.
- Ensure all of the individuals being served have applied for and/or exhausted all other resources to provide supports. They must complete any waiting list updates that are required and if they receive an allocation and do not accept waiver services they will not be able to continue to receive SGF services.
- It is required that all long-term clients maintain their status on any applicable waiver waiting lists and also seek out any new sources of support that may become available.
- The extension request is the mechanism that demonstrates that the individuals you are requesting to support with SGF funds does not have any other means available to provide for these supports.
- An extension request MUST be submitted and approved by DDID in order for you to fund their services with SGF after the deadlines noted above under the extension requests required section.
- Your quarterly form 140s with your SGF client listing will be reviewed to ensure that the long-term provision of supports for these individuals have been approved and that you have an approved extension request for any individuals that required it. Your form 140 cannot be approved and finalized by DDID if there are clients reported for SGF services that did not meet the above outlined requirements.
- If all requirements have been met, the extension request will be approved with an end date for the last date of the fiscal year. This indicates that you can continue to provide long-term SGF supports without further submission of extension requests.
- If a different end date is provided, then you have been provided with provisional approval to continue services while waiver applications or other funding issues are

addressed. You will have to submit another updated extension request prior to the end date listed on the request in order to continue to fund services through SGF.

- If your extension request is denied, then you will need to provide any information requested and resubmit ASAP. If you do not get an approved extension request, you cannot continue to utilize SGF funds for those services.
- Please check your client listings and ensure that needed extension requests have been submitted and approved prior to the submission of your form 140. If you have any questions about specific extension requests, please contact your liaison for assistance.

SGF funds cannot be used for services provided for greater than 90 days without meeting the requirements of this protocol (either appropriate completion of all waiver applications and approvals within timeframes provided OR approval of extension request) and CANNOT be included in quarterly financial reporting-form 140.

Late submissions of extension requests will not be approved for dates prior to submission of the form. Rejected forms that are not resubmitted within 30 days will be permanently closed and cannot be resubmitted.